

Iowa Child and Adult Care Food Program
Addendum to CACFP Sponsored Center (Site) Review Form
5-Day Reconciliation Worksheet

6/2006

Preliminary questions:

1. Did parents complete the enrollment forms? Yes___ No___ (If no, parent must complete one for each child.)
2. Are attendance records current? Yes___ No___ (If no, meals may not be claimed for children not in recorded attendance and staff must be trained to ensure attendance records are current.)
3. Total Enrollment for period reviewed _____
4. Does total attendance exceed total enrollment for any day or shift during the period reviewed? Yes___ No___
 If yes, describe source of the error: _____.
5. Do total meal counts exceed licensed capacity for any day or shift during the period reviewed? Yes___ No___
 If yes, meals in excess of licensed capacity may not be claimed.

Instructions for completing the 5-day reconciliation: Compare the meal counts to attendance and enrollment information for five consecutive days using the facility's records for each meal type claimed for the required number of children. Children must be enrolled and recorded in attendance at the time meals are served in order to be claimed.

Number of children enrolled at site ____ x .10 = ____ (number of children to select; minimum 5).	Attendance					Meal Counts					CACFP Enrollment	Discrepancy	*If Discrepancy: Resolution/Explanation
Child	Dates Dec. 2005					Dates Dec. 2005					Date	Y* N	
	11	12	13	16	17	11	12	13	16	17			
Example: Amanda P.	✓	✓	A	✓	✓	✓	✓	-	✓	✓	10/1/05	N	N/A
Example: Jason F.	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	11/1/05	Y	Claimed when not in attendance. Teacher marks meal counts at naptime. Discussed need for point of service meal counts with teacher. Meals removed from claim.
Total meal count											Similar to day of review?		